

University of Toronto, LLC SuccessFactors LMS Add & Edit Learning History



3.58 - Job Aid

This job aid allows learning administrators to Edit and Add learning history for multiple users

1.1 Add learning history for multiple courses

In the menu tab, you will only ever use the sections highlighted with the blue arrow. *Add learning history for multiple courses* allows you to mark or remove attendance for **groups** of registrations in classes or **individually** for a single course. Figure 3 demonstrates the work area after clicking the option.

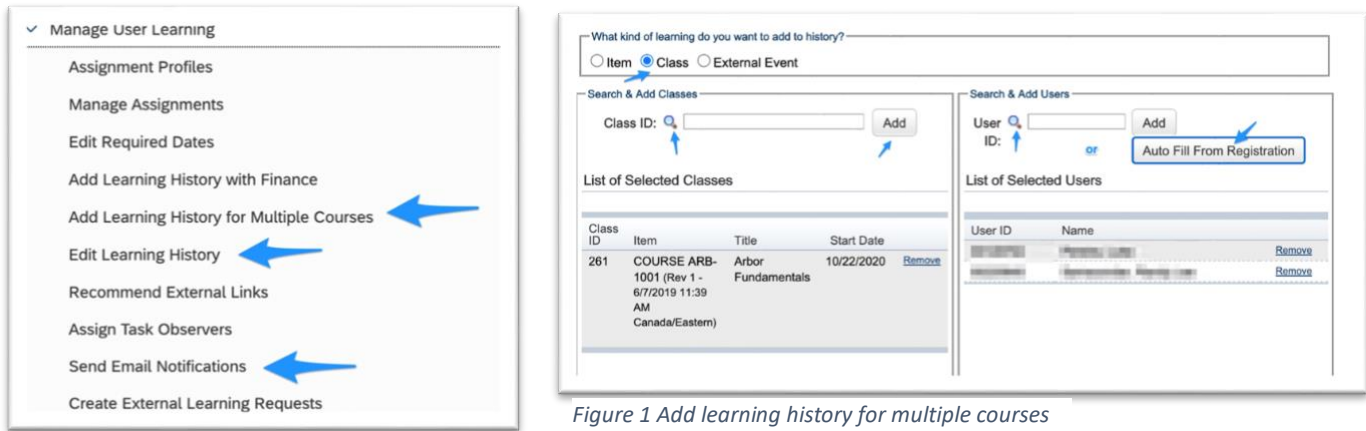
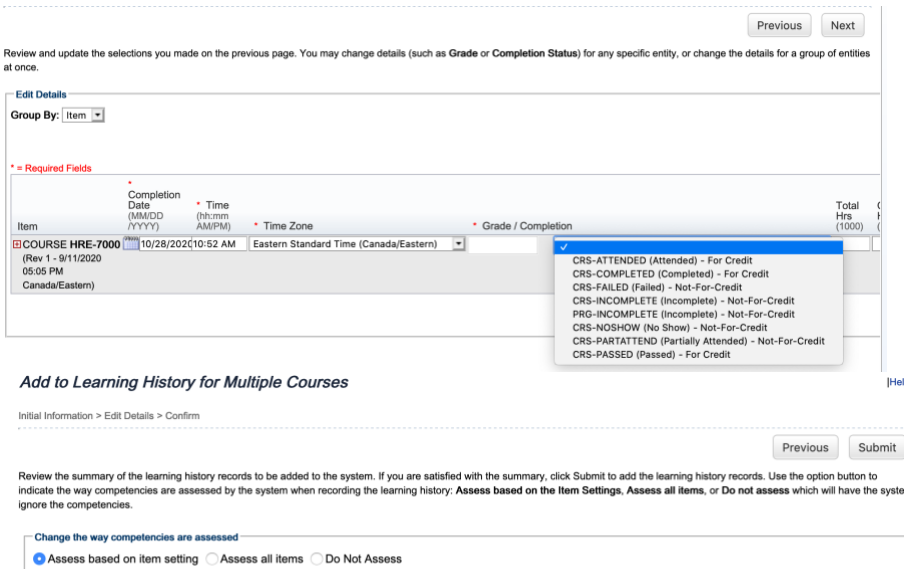


Figure 1 Add learning history for multiple courses

Auto fill from registration extracts attendees from the class and displays a list **and you can remove the no-shows from the list quickly** or you can add an individual into the class. Selecting **Next** on the top will ask you add the **completion status** which is either **attended** or **completed** finally completing in a **submit** window as seen below.



Item:		COURSE HRE-7000 (Rev 1 - 9/11/2020 05:05 PM Canada/Eastern)						
Title:		Why Performance Assessment						
User ID	User Name	Grade / Completion	Completion Date	Total Hours	Credit Hours	Contact Hours	CPE	Comments
00051277	Babcock, Katie	CRS-ATTENDED	10/28/2020 10:52 AM Canada/Eastern	0.00	0.00	0.00	0.00	

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SuccessFactors LMS

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1.2 Edit Learning History

This tab allows you look at the user's history individually or a group of users.

1. You can search using **user ID**
2. Have a completion date to narrow down the search results.
3. Identify the type of course you want to search
4. Click on **Search** to generate the list.
5. You can also **download the search results** to see all their training history.
6. The **edit** button will allow you edit their record.
7. **Figure 4** will show you where you change the **completion** status and click **apply** changes.

Edit Learning History

Search | Add New |

Search > Search Results

Saved Searches

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search: Yes No

Search All Locales: Yes No

User ID: [1 Selected] **1**

Description: Starts With

Completed Date After: (MM/DD/YYYY)

Completed Date Before: (MM/DD/YYYY) **2**

Type of History Record: Items External Events Program All **3**

Items: Exact Type: ID:

Classes: Starts With

Program: Starts With

EDIT THE HISTORY RECORD

2 →

Instructor ID:

Instructor Name:

Grade:

Completion Status: **1**

Completion Date: (MM/DD/YYYY)

Completion Time: (hh:mm AM/PM)

Time Zone:

Figure 2 - After Step 6 - Edit Screen

Add/Remove Criteria

4 →

Field Chooser

5 →

Records per Page: 10 Page: 1 2 3 «Previous Next» (23 total records) Page 1 of 3. Go

User ID	User Name	ID	Description	Completion Date	Completion Status
		COURSE ARB-1006 (Rev 1 - 9/3/2019 05:15 AM Canada/Eastern)	ARBOR Revenue & Recognition	5/7/2020 10:00 AM Canada/Eastern	Attended
		COURSE FIS-	FIS Overview	5/15/2020 05:00	Completed

6 →